



**DEVELOPMENTAL DISABILITIES PLANNING COUNCIL**  
**Grants Review Committee**  
***DRAFT MINUTES***

March 7, 2011

9:30 a.m. – 11:30 a.m.

Developmental Disabilities Planning Council  
1740 West Adams, Conference Room 204  
Phoenix, Arizona 85007

A standing committee meeting of the Developmental Disabilities Planning Council (DDPC) was convened on November 3, 2010 at the DDPC, 1740 West Adams, Conf. Room 204, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

<b>Members Present</b>
------------------------

Susie Cannata, Chair John Black John Eckhardt, Teleconference Tim Martin, Teleconference Rhonda Webb, Teleconference
--

<b>Staff/Guests Present</b>	<b>Members Absent</b>
-----------------------------	-----------------------

Larry Clausen, Executive Director Marcella Crane, Contracts Manager Lani St. Cyr, Fiscal Manager	Greg Devorce
--	--------------

Will Humble, DDPC Chair, Previous Chair for Grants Committee  
Sheryl Bettencourt, PRFect Media  
Sheila Murphy

**A. Call to Order:**

Susie Cannata welcomed everyone to the Developmental Disabilities Planning Council (DDPC) Grants standing committee meeting. Meeting was called to order at 9:35 a.m. Chairman Humble joined the meeting to raise the awareness that FY '10 dollars must be obligated by September 30, 2010 and that all potential projects to fund should be considered by the Council.

**B. Approval of Minutes**

The November 3, 2010 minutes were reviewed. A motion was made by John Black to approve the minutes. The Motion was seconded by Rhonda Webb. Motion carried.

### **C. PRFect Media Presentation; Design & Printing Services**

Larry Clausen introduced Sheryl Bettencourt from PRFect Media an Advertising Agency that is on contract to assist the Council in developing a new Logo, Community Outreach Materials including Video Production and Printing. Ms. Bettencourt discussed the new Logo, various print materials that will developed, including the writing of the content such as a new Tri-fold brochure, 4 page Newsletter, Letterhead and Envelopes, Business Cards, Direct Mailers and Pocket Folders. In addition, PRFect Media will produce three videos for the Council; a general video on the Council, a Legislative video with a Power Point, and a video on Voting Rights. The cost of Printing such materials is also included in this overall project and will handled and coordinated through PRFect Media. Ms. Bettencourt added that that they previously worked with the old council and they have a data base of approximately 5000 mailing addresses that they are currently 'scrubbing' or verifying that the Council can use.

In Ms. Bettencourt's packet of information, the estimated total cost for all of the tasks stated is \$35,493.11. Mr. Clausen stated the cost of this will be allocated as a Quality Assurance cost using FY '10 dollars and not an administrative cost.

A Motion was made by John Black to approve the Community Outreach Campaign by PRFect Media of \$35,493.11, from FY '10 and as a Quality Assurance cost. The Motion was seconded by John Eckhardt. Motion carried.

### **D. Oral Health Care Study/Update**

Larry Clausen introduced Sheila Murphy who will update the 2006 study on Oral Health for Adults with Developmental Disabilities. Ms. Murphy is a statewide vendor and responded to Request for Quotes back in January 2011. Since then, ADDPC staff has met with Ms. Murphy to give her some back ground information and guidance on what the Council is expecting with an updated report.

Ms. Murphy reviewed a document she prepared for meeting that shows a six-step approach she is undertaking. Task One is to identify the issue and ask key questions with selected stakeholders and to review the current literature and research. Task Two is to develop the survey instruments, identify sample and collect the data from the surveys and focus groups. The surveys will be administered online, by paper & mail, and given to persons with developmental disabilities and their families face-to-face. Protocols for the interviews and focus groups will also be developed. Task Three is to analyze the data from the surveys and focus groups. Task Four is to synthesize the findings by identifying factual information and summarizing changes since the initial report in 2006. In addition, summary of specific trends, capacity, and needs at the state and county level will be addressed. Task Five is to establish conclusions and recommendations to the Council. Challenges and opportunities for Oral Healthcare will be identified, recommendations for processes for strengthening the system in Oral Healthcare will be stated, and there will be an emphasis on short and long term approaches. Task Six is to develop the final report, communicate the findings and to generate interest at multiple levels.

The expected completion date is June 30, 2011. Susie Cannata asked if the deadline date can be extended, as the tasks that Ms. Murphy discussed are very detailed and may not be completed in a short time frame. Larry Clausen responded that the deadline date can be discussed further with Ms. Murphy. Other Committee members stated they were

impressed with the outline and approach and appreciated Ms. Murphy's time at the meeting.

#### **E. PBIS Assessment Grant Update**

Positive Behavior Instructional Supports (PBIS) is an issue the Council is seeking additional information and data research and analysis of which school districts and charter school governing boards in Arizona are complying with recommendations made by the Arizona Task Force on Best Practices in Special Education and Behavior Management as authorized by SB 1197. All schools were required to review the Legislative Task Force findings and vote on accepting or rejecting the recommendations by June 30, 2010. At this time, a compilation of votes across the state has not been completed.

At a previous Grants Committee meeting, a motion was offered and accepted to seek a qualified vendor to conduct the PBIS data collection and findings report. Through a Request for Quote, Behavior Research Center and Pynn & Associates were selected as the qualified vendor on Statewide Contract to conduct this analysis. They will provide the Council with a comprehensive report on all districts and their final votes regarding the implementation of PBIS. This information along with the collection of other data will provide the foundation for next steps in promoting PBIS as an effective school-wide alternative, as well as an option to the use of restraints and seclusion techniques in managing difficult behaviors demonstrated by students with developmental disabilities in the classroom.

The contract with Behavior Research Center and Pynn & Associates will end on June 30, 2011 with a maximum award amount of \$50,000. Larry Clausen and ADDPC staff have met with the contractor and they are proceeding with developing the phone survey/questionnaire that will target 100 random public and charter schools. Additional updates will be provided to Council members as they become available.

#### **F. ADD Advocacy Team Summit**

The Administration on Developmental Disabilities is hosting regional summits entitled "Envisioning the Future: Allies in Self-Advocacy", and sent out invitations to key leaders to each states' Councils, Self Advocates Becoming Empowered (SABE), State Developmental Disabilities Service Agencies, the P & A's, UCEDD's and other individuals that are involved with self-advocacy efforts.

An Arizona Team has been comprised and gearing up for the regional summit that will meet in Los Angeles March 24-25, 2011 with other Western states. The purpose of these summits is to assess what is currently happening in the states in self-advocacy by discussing the current support structures, activities, accomplishments and challenges; to plan steps that can be taken to strengthen and enhance current efforts at the state level; to develop recommendations for actions that can be taken at the national level; and to develop policy recommendations that can lead to a stronger and more effective long-lasting self-advocacy movement.

Arizona will have a team of 11 members attending the summit with travel costs supported by ADD. Larry Clausen will be attending representing the Council and Barbara Brent will be attending representing the state Developmental Disabilities Service Agency (DDD). Council funds are being sought to pay travel expenses for Mr. Clausen and Ms. Brent to

attend the self-advocacy summit. It was also suggested that Rhonda Webb consider attending if available. Rhonda will be in contact with Mr. Clausen to discuss this travel further.

A Motion was made by John Eckhardt to approve and recommend to the Executive Committee to send Larry Clausen, Barbara Brent and possibly Rhonda Webb to the ADD Self-Advocacy Summit at a cost to the Council not to exceed \$1700. The cost will be charged as a program cost to Quality Assurance and funds will support airline, hotel and per diem costs for two days. The Motion was seconded by John Black. Motion carried.

#### **G. Public Policy Consultant**

Larry Clausen reviewed the draft Scope of Work for the Public Policy Consultant. The purpose for seeking a consultant is to provide consultation services in the areas of state and national, political, social and consumer issues and trends affecting persons with developmental disabilities and their families. The consultant will conduct research, development of policies and position papers, and assistance in public policy activities related to the Council and the development of the Five Year State Plan.

Currently there is no one on statewide contract to enter into an agreement for this type of work. Therefore, the Scope of Work will be refined and the ADDPC staff will work with the DES Procurement Office to issue a formal Request for Quote (RFQ). The amount of funds available will be a maximum of \$50,000 for a one year contract. The funds will be allocated as a program cost to Quality Assurance.

A Motion was made by Rhonda Webb to approve and recommend to the Executive Committee to issue a RFQ for a Public Policy Consultant, at a cost not to exceed \$50,000. The cost will be charged as a program cost to Quality Assurance. The Motion was seconded by John Eckhardt. Motion carried.

#### **H. Financial Grant Status**

Lani St. Cyr, Fiscal Manager for the Council discussed the amount of federal Fiscal Year 10 dollars to obligate by September 30, 2011. The total amount of pass through funds that are available to obligate is approximately \$900,000. The Grant Committee will be discussing and voting on approximately \$537, 745 (of the \$900,000) for current and new contracts. The excel spreadsheet was reviewed by committee members for more discussion and votes in the next agenda items.

#### **I. Proposed Grant Writing Training**

Larry Clausen discussed the purpose of Council to conduct regional grant writing trainings to help support self advocates groups, non-profits and others that are interested in applying for ADDPC funds to submit in proposals that meet the objectives and goals of the State Plan.

Three, four hour regional trainings will be conducted in Flagstaff, Tucson and Phoenix by April 30, 2011. A Request for Quote was issued to qualified vendors on statewide contract who have experience in conducting grant writing workshops. Quotes and experiences by vendors are due by Friday, March 11, 2011. It is anticipated that the total cost of the training, training materials and consultant's time will be not exceed \$15,000.

In addition, Meetings and Concierges Source will be assisting the Council staff in locating the best hotel site at those three locations so that a conference room can be utilized. Refreshments will also be available for the participants. The ADDPC does have a current contract with Meetings and Concierges Source that assisted the Council staff in locating the hotel site for the Council retreat. The additional request of \$3,000 is for their time and assistance in working out the details with the three hotels.

A Motion was made by John Black to approve and recommend to the Executive Committee to conduct the Grant Writing Trainings with a qualified vendor not to exceed \$15,000. In addition, the use of Meetings and Concierges Source will be allocated an additional \$3,000 for their assistance in hotel selection at the three proposed locations. Both costs will be charged as a program cost to Quality Assurance. The Motion was seconded by Rhonda Webb. Motion carried.

#### **J. Grantee Updates & Renewal Application Process**

Marcella Crane, Contract Manager for the ADDPC, discussed several documents that were prepared for the Grants Committee for their review and vote. The first document discussed was the draft Renewal Application Process that that will allow all eligible current grantees the opportunity to apply for Year Two funding at their Year One amount. This would affect six current grantees:

- Best Buddies (Advocacy Grant)
- Pilot Parents of Southern Arizona (Advocacy Grant)
- Native American Disability Law Center (Housing Grant)
- Sonoran UCEDD (Housing Grant),
- Arizona Center for Disability Law (Advocacy Grant) and
- Sonoran UCEDD ( Project Search/Employment Grant)

Grantees will receive the renewal application, all applicable forms to submit and be required to respond within thirty days. Completed applications will be sent to the Grants Committee to review, ask for any clarifications and to make a recommendation to the Full Council. A concern was brought up by several committee members that if obligating the dollars today essentially guarantee an award. The answer is no and that the Grants Committee can recommend that any current grantee not be selected to receive a Year Two contract because of poor performance on their current (Year One) contract, and that those dollars can be de-obligated and set aside for another approved project. Committee members felt comfortable with this process.

A Motion was made by Susie Cannata to obligate the FY '10 dollars for grantees applying for Year Two subject to approval on Year One outcomes and submission of a renewal application that will be reviewed by the Grants Committee. The Motion was seconded by John Black. Motion carried.

Marcella explained the other contracts on the Excel spreadsheet and discussed what each vendor is doing to support the Council. Staff is recommending to the Grants Committee to obligate these dollars for the time frame that is necessary to complete the project.

- \* Easy Procure \$2,000: For general technical assistance with Procurement.
- \* B.J. Tatro \$12,900: For assistance with staff and Council to complete the State Plan.
- \* AZ Attorney General's Office \$6,400: For legal services and representation to the

Council.

- \* AZ Department of Education, ESS \$8,000: For support of the 12<sup>th</sup> Annual Transition Conference.
- \* Sonoran UCEDD \$7,518: Request for additional funds to support three members from the Project Search Maricopa to attend the National Project Search Conference in Minneapolis, MN in July 2011 and for a national consultant to provide additional training and technical assistance to the Maricopa Team in May 2011.
- \* Sonoran UCEDD \$26,558: To support Dr. Stephen Gaarder's additional services to the Council in support of preparing the State Plan.

A Motion was made by John Black to obligate the FY '10 dollars for these contractors/grantees. The Motion was seconded by Rhonda Webb. Motion carried.

**K. Next Meeting Date**

The Grants Committee meeting is scheduled for Monday, April 18, 2011, 9:30 am-11:30 am. Location and meeting materials will be sent prior to meeting.

**L. Call to the Public**

No public members were in attendance.

**M. Adjourn**

Chair adjourned the meeting at 11:35 am.